

**Policy Title: Grievance Procedure**

**Code 401.5**

Students, parents of students, employees, and applicants for employment in the Corning Community School District shall have the right to file a formal complaint alleging discrimination under federal or state regulations requiring non-discrimination in programs and employment.

Level One – Principal, Immediate Supervisor or  
Personnel Contact Person  
(Informal and Optional – may be bypassed by the grievant)

Employees with a complaint of discrimination based upon their gender, race, national origin, religion, age, marital status or disability are encouraged to first discuss it with their principal or immediate supervisor, with the objective of resolving the matter informally. A student, a parent of a student or an applicant for employment with a complaint of discrimination based upon their gender, race, national origin, religion, age, marital status or disability are encouraged to discuss it with the instructor, counselor, supervisor, building administrator, program administrator or personnel contact person directly involved.

Level Two – The Equity Coordinator

If the grievance is not resolved at level one and the grievant wishes to pursue the grievance, they may formalize it by filling a complaint in writing on a Grievance Filing Form, which may be obtained from the Educational Equity Coordinator. The complaint shall state the nature of the grievance and the remedy requested. The filing of the formal, written complaint at level two must be within fifteen (15) working days from the date of the event giving rise to the grievance, or from the date the grievant could reasonably become aware of such occurrence. The grievant may request that a meeting concerning the complaint be held with the Educational Equity Coordinator. A minor student may be accompanied at the meeting by a parent or guardian. The Equity Coordinator shall investigate the complaint and attempt to resolve it. A written report from the Equity Coordinator regarding action taken will be sent to the involved parties within fifteen (15) working days after the receipt of the complaint.

Level Three – The Grievance Committee

If the grievance is not resolved at level two, the grievant may appeal it at level three by presenting a written appeal to the Grievance Committee within ten (10) working days after the grievant receives the report from the Equity Coordinator. The Grievance Committee shall include five persons including one administrator, one instructor/teacher/consultant, one classified/non-certified employee, one student and one parent/community representative. At least two members of the Grievance Committee shall be selected from the current Educational Equity Advisory Committee (Multicultural, Nonsexist Educational/Affirmative Action Advisory Committee(s)). The

Grievance Committee shall include both men and women and reflect racial/ethnic diversity and persons with disabilities when possible.

The grievant may request a meeting with the Grievance Committee to discuss the appeal and the Grievance Committee may request a meeting with the grievant. The Grievance Committee within the ten- (10) working days will render a decision after receipt of the written appeal.

#### Level Four – Superintendent/Administrator

If the complaint is not resolved at level three, the grievant may appeal it to level four by presenting a written appeal to the Superintendent/Administrator within ten (10) working days after the grievant received the report from the Grievance committee and the grievant may request a meeting with the Superintendent/Administrator or his/her designee. The Superintendent/Administrator may request a meeting with the grievant to discuss the appeal. The superintendent/Administrator or his/her designee within ten (10) working days will render a decision after the receipt of the written appeal.

#### Level Five – Impartial Third Party

If, in cases of disability grievances at the elementary and secondary level, the issue is not resolved through the grievance process, students/parents have a right to a hearing with a third party from the outside of the school district to resolve the issue.

This procedure in no way denies the right of the grievant to file formal complaints with the Iowa Civil Rights Commission, the Federal Office of Civil Rights, the Equal Employment Opportunity Commission, or the Iowa Department of Education for mediation or rectification of civil right grievances, or to seek private counsel for complaints alleging discrimination.

#### General Provisions

No reprisals of any kind will be taken by the Board of Education or by any member of the administration against any participant in the grievance procedure.

The filling of any grievance under this procedure shall in no way interfere with the right of the Board to take any action on a complaint to the final decision on the grievance.

Failure at any step of this procedure to communicate decisions in the manner required shall permit the grievance to proceed to the next level. Failure at any step of this procedure to appeal a grievance to the next level within the specified time limits shall be considered an acceptance of the decision made at that level and this procedure shall terminate for the given grievance.

All documents, communications, and records pertaining to the grievance procedure shall be filed separate from the personnel files of participants.



